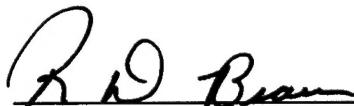


# C.W. BILL YOUNG MARROW DONOR RECRUITMENT AND RESEARCH PROGRAM

## FINAL TECHNICAL REPORT FOR Grant N00014-00-1-0604

### REPORT SUBMITTED BY:



RD Brown, Director, Donor Services  
C.W. Bill Young Marrow Donor Center

11/01/03

### OPENING STATEMENT

Navy Grant N00014-00-1-0604 became effective 01 August 2000. (Due to the extension of Navy Grant #N00014-97-1-0199, the performance of activities contemplated under the Grant #N00014-00-1-0604 were performed under the pre-existing Navy Grant #N00014-97-1-0199 for the period 01 August 2000, through 30 April 2001.) For the period beginning 01 May 2001, through 09 August 2003, activities were performed under the Navy Grant #N00014-00-1-0604. The C.W. Bill Young Marrow Donor Recruitment and Research Program is commonly referred to in documents covering the period of the Grant as the "DoD Donor Program," the "Bill Young Marrow Donor Center," and the "Department of Defense Marrow Donor Center". For purposes of brevity, the C.W. Bill Young Marrow Donor Recruitment and Research Program will be referred to as the BYMDC throughout this report.

*The mission of BYMDC is to "recruit and enroll eligible Department of Defense (DoD) members, active duty personnel and their dependents, reservist, Coast Guard, National Guard and DoD civilian employees into the National Marrow Donor Program® Registry; support the DoD contingency requirement for unrelated stem cell donations and tissue typed matched blood platelets; support and contribute to ongoing research in tissue typing techniques and unrelated marrow transplantation efficacy (especially as it relates to donors); and to provide outstanding management services to those members who are selected as potential marrow donors."*

To accomplish its mission, the BYMDC identified three functional areas in which work must be accomplished. These areas are 1) Administration, 2) Recruitment Management, and 3) Donor Management. This work is interrelated and its appropriate accomplishment assures success of the BYMDC.

### **DISTRIBUTION STATEMENT A**

Approved for Public Release  
Distribution Unlimited

20031105 059

**Two significant events took place during the period of this grant that had an impact on the recruitment management and donor management activities at BYMDC. The first event was the September 11, 2001 attacks in New York City, Pennsylvania and at the pentagon. The second event was the war in Iraq. These two major events had an impact on the ability of BYMDC to conduct recruitment events and or conduct donor management activities because of the security issues regarding military installations, military personnel. Due to security regarding deployment activity of personnel, the availability of military personnel for search activities was also impacted.**

# REPORT DOCUMENTATION PAGE

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1. REPORT DATE (DD-MM-YYYY) 01-11-2003	2. REPORT TYPE Final	3. DATES COVERED (From - To) August 2000-August 2003		
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		5b. GRANT NUMBER N00014-00-1-0604		
		5c. PROGRAM ELEMENT NUMBER		
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		11. SPONSOR/MONITOR'S REPORT NUMBER(S)		
12. DISTRIBUTION / AVAILABILITY STATEMENT  Approved for public release, distribution is unlimited				
13. SUPPLEMENTARY NOTES				
14. ABSTRACT  On behalf of the Department of Defense, the Navy operates and manages the Marrow Donor Center for the Department of Defense (MDCDD) located at Nicholson Lane in Kensington, MD. The donor center is commonly referred to as the C. W. Bill Young Marrow Donor Recruitment and Research Program (BYMDC).  The mission of BYMDC is to "recruit and enroll eligible Department of Defense (DoD) members, active duty personnel and their dependents, reservist, Coast Guard, National Guard and DoD civilian employees into the National Marrow Donor Program® Registry; support the DoD contingency requirement for unrelated stem cell donations and tissue typed matched blood platelets; support and contribute to ongoing research in tissue typing techniques and unrelated marrow transplantation efficacy (especially as it relates to donors; and to provide outstanding management services to those members who are selected as potential marrow donors.".				
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b. ABSTRACT UNCLASSIFIED		19b. TELEPHONE NUMBER (Include area code) 612 627-5815		
c. THIS PAGE UNCLASSIFIED				

## ADMINISTRATION

### **LOCATION:**

**Office space was rented for the BYMDC at the following location during the period of this report:**

**01 August 2000 - Present**

**5516 Nicholson Lane  
Bldg. A, 3rd. Floor  
Kensington, Maryland 20895**

### **PERSONNEL:**

**Throughout the period covered by Grant N00014-00-1-0604, the BYMDC was staffed with both full-time equivalent personnel (FTE's), and occasionally with some part-time personnel (Temp Agency). Positions within the BYMDC continue to be established, as program requirements (growth) have demanded. Positions established and staffed at the date of this report are as follows:**

<b><u>Position</u></b>	<b><u>Date Established/Comments</u></b>
<b>General Manager</b>	<b>September 1990</b>
<b>Administrative Asst., Donor Center</b>	<b>May 1991</b>
<b>Recruitment Specialist</b>	<b>December 1990</b>
<b>Recruitment Specialist</b>	<b>December 1990</b>
<b>Recruitment Specialist</b>	<b>August 1993</b>
<b>Data Entry Clerk, Donor Services</b>	<b>December 1990</b>
<b>Donor Services Administrative Asst.</b>	<b>September 1996</b>
<b>Donor Services Administrative Asst.</b>	<b>April 1996</b>
<b>Donor Services Coordinator</b>	<b>May 1991</b>
<b>Donor Services Coordinator</b>	<b>June 1991</b>
<b>Donor Services Coordinator</b>	<b>August 1993</b>
<b>Donor Services Coordinator</b>	<b>October 1993</b>
<b>Donor Services Supervisor</b>	<b>March 1992</b>
<b>Confirmatory Typing Coordinator</b>	<b>January 1997</b>

**1** Not funded by this Grant

**2** Added three additional AA positions, one receptionist position, and one data management position that are currently in place

**3** Changed to Senior Recruiter

**4** Changed to Public Affairs Specialist

**5** Changed to Data Management Assistant

**6** Changed to Donor Services Coordinator

**7** Changed to Senior Coordinator

**8** Changed to Senior Administrative Coordinator

**Note:** The above positions are those that existed throughout the period of the performance of this Grant.

**FISCAL:** See Tab A.

**NOTE:** Due to the extension of Navy Grant #N00014-97-1-0199, the performance of activities contemplated under the Grant #N00014-00-1-0604 were performed under the re-existing Navy Grant #N00014-97-1-0199 for the period 01 August 2000 through 30 April 2001. For the period beginning 01 May 2001 through 09 August 2003 activities were performed under Grant #N00014-00-1-0604 and as such the expenses shown are those expenses which were expended under Grant #N00014-00-1-0604.

## **RECRUITING MANAGEMENT**

### **INFORMATION BRIEFINGS AND PUBLIC AWARENESS:**

The first step to successful recruiting is awareness of need throughout the general public. Awareness of need, combined with sufficient factual information about donor involvement in the unrelated marrow transplant process is essential for an individual to be able to make an informed decision about personal participation.

It should be noted that activity during this period was severely affected by the events of September 11, 2001. With the heightened security and installation lock downs, following the attacks, it was difficult if not impossible for recruitment staff to gain entrance to many facilities. This temporary situation saw a significant decrease in not only the recruitment of many potential donors, but the availability of military personnel for search activities was impacted. The other significant event affecting recruitment and availability of personnel was the conflict with Iraq and occupation activities in Iraq during calendar year 2003. Due to security and the deployment activity of personnel during the recent conflict with and occupation of Iraq, the availability of military personnel for recruitment and search activities was also impacted during calendar year 2003.

Wherever possible, the existing DoD media (installation newspapers, cable television networks, radio stations and in some cases, e-mail) was used to increase public awareness within the DoD. Other informational materials such as National Marrow Donor Program® approved pamphlets, videos and information sheets, were also distributed among a large number of DoD installations. To assist Volunteer Recruitment Coordinators as they conducted awareness and educational activities, staff members developed a *Donor Recruitment Guide* in December 2001. A CD was also produced to aid volunteers within the base to carry out self-drive (i.e. no BYMDC representative was present). The guide's Table of Contents is included in Tab "B".

## **MARROW DONOR DRIVES**

**Marrow donor drives scheduled by the BYMDC from 01 August 2000 through 09 August 2003 resulted in 83,748 persons being recruited into the national Registry.**

<b>1. Total recruitment Drives:</b>	<b>705</b>
• Average drives/Calendar Year	235
• Average Drives Per Month:	20
<b>2. Total Volunteers Registered:</b>	<b>83,748</b>
• Average Volunteers Per Month:	2,326
<b>3. DoD Recruitment drives held:</b>	<b>705</b>
<b>4. DoD Installations Visited:</b>	

**CONUS: N/A    EUROPE: 13    ASIA: 5    Puerto Rico: 3**

**Throughout the period covered by the Grant, the BYMDC continued to develop and perfect recruiting techniques so that recruiting performance was greatly improved. Also during this period BYMDC began training volunteers at various bases to do self drives. Much effort was made to provide effective publicity and public education/awareness within the Department of Defense establishment**

**The BYMDC Recruiting Management Department was responsible for procurement of medical supplies, shipment of medical supplies to the drive site, and shipment of specimens from the drive site to the laboratory (Naval Medical Research Center) for processing. This required much administrative effort, coordination of schedules, and expenditure of funds in order to assure that blood specimens arrived at the laboratory for testing in a timely manner.**

### **RECRUITING ACTIVITY LOCATIONS:**

**Tab "C" provides a listing of DoD locations at which recruiting activities occurred during the period of 01 August 2000 through 09 August 2003.**

## **DONOR MANAGEMENT**

**Donor management involves all aspects of work which may bring an individual from the point of being a potential donor to actual stem cell donation. At all times the donor's commanding officer's approval is always obtained before the donor is worked up for his stem cell donation. When donation occurs it is necessary to follow the donor (post-donation), with health checks and other administrative interventions for six months or more.**

**Donor management requires intensive interaction between a donor services coordinator and the prospective donor. The work is very labor intensive and is one-on-one. The work involves locating and contacting identified potential donors, providing detailed information and counseling, arranging for and coordinating additional blood testing, physical examination and finally, arranging for and coordinating actual stem cell collection. The events of September 11, 2001 and the events surrounding the conflict with and occupation of Iraq as noted earlier in this report, impacted not only the ability to recruit, but due to base lock downs and other security measures being implemented, the ability to locate potential donors was also impacted. Security measures implemented following September 11, and the Iraq conflict made it more difficult for staff members to locate, counsel, arrange for and coordinate additional testing and finally arrange for and coordinate the marrow collection.**

**Tab "D" provides an outline of the Standards of Operating Procedure necessary to perform acceptable donor management. This procedure has evolved and improved and will continue to evolve and improve throughout the existence of the program.**

**The DR requests (HLA Typing for 5th and 6th antigens) and Confirmatory Typing (CT) requests, and the marrow donations during the period of August 2000 through April 30, 2001 were performed under the pre-existing Grant N#00014-97-1-0199. As such, the total number of DR/CT requests and marrow donations are incorporated in the final technical report of Navy Grant #N00014-97-1-0199 for the period 01 January 2000 through 30 April 2001. For the purpose of this report we have incorporated the number of DR/CT requests and marrow donations for the period beginning 01 May 2001 through 09 August 2003 under Grant #N00014-00-1-0604**

**DR REQUESTS (HLA Typing for 5th and 6th antigens):**

During the period of 01 August 2000 through 09 August 2003, approximately 800 patient-directed DR requests were made to the BYMDC.

<b>DR requests</b>	<b>800</b>
<b>DR Samples Collected</b>	<b>747</b>
<b>Repository Samples</b>	<b>1</b>
<b>DRs resolved</b>	<b>799</b>
<b>DRs transferred out</b>	<b>0</b>

**HR REQUESTS:**

<b>HR requests</b>	<b>3,456</b>
<b>HR Samples Collected</b>	<b>2,293</b>
<b>Repository Samples</b>	<b>8</b>
<b>HRs Resolved</b>	<b>3,287</b>
<b>HRs Transferred out</b>	<b>146</b>

**CONFIRMATORY TYPING (CT) REQUESTS:**

The most significant step leading to actual marrow donation is a request that an individual must undergo confirmatory typing. During the period of this report:

<b>CT Requests</b>	<b>11,764</b>
<b>CT Samples Collected</b>	<b>5,059</b>
<b>CTs Resolved</b>	<b>10,666</b>
<b>CTs Transferred Out</b>	<b>1,243</b>

**MARROW DONATIONS (WU):**

During the period covered by this report, 449 marrow donations were completed within the BYMDC program, in addition to 20 transfers that led to donation and apheresis procedures.

<b>Work up Requests</b>	<b>711</b>
<b>Information Sessions</b>	<b>580</b>
<b>Physical Exams</b>	<b>563</b>
<b>Collections</b>	<b>449</b>
<b>Cancellations</b>	<b>171</b>
<b>Transfers Out</b>	<b>20</b>

**PRIMARY PBSC REQUESTS (G1):**

<b>Primary PBSC Requests</b>	<b>290</b>
<b>Information Sessions</b>	<b>108</b>
<b>Physical Examinations</b>	<b>99</b>
<b>Injection Start Dates</b>	<b>76</b>
<b>Collections</b>	<b>110</b>
<b>Cancellations</b>	<b>56</b>
<b>Transfers Out</b>	<b>3</b>

**SECONDARY PBSC REQUESTS (G2):**

<b>Secondary PBSC Requests</b>	<b>33</b>
<b>Information Sessions</b>	<b>21</b>
<b>Physical Exams</b>	<b>18</b>
<b>Injection Start Dates</b>	<b>16</b>
<b>Collections</b>	<b>19</b>
<b>Cancelled</b>	<b>10</b>
<b>Transfers Out</b>	<b>1</b>

**UNSTIMULATED LEUKAPHERESIS (UW):**

<b>Unstimulated Leukapheresis Requests</b>	<b>54</b>
<b>Information Sessions</b>	<b>32</b>
<b>Physical Exams</b>	<b>30</b>
<b>Collections</b>	<b>31</b>
<b>Cancellations</b>	<b>10</b>
<b>Transfers Out</b>	<b>1</b>

**Additional Tube Requests (AT):**

<b>AT Requests</b>	<b>5</b>
<b>Samples Collected</b>	<b>4</b>
<b>Cancellations</b>	<b>1</b>
<b>Transfers Out</b>	<b>0</b>

**Platelet Requests (PL):**

<b>PL Requests</b>	<b>0</b>
<b>Samples Collected</b>	<b>0</b>
<b>Cancelled</b>	<b>0</b>
<b>Transfers Out?</b>	<b>0</b>

**Whole Blood Requests (WB):**

<b>WB Requests</b>	<b>8</b>
<b>Samples Collected</b>	<b>5</b>
<b>Cancellations</b>	<b>2</b>
<b>Transfers Out</b>	<b>0</b>

**TAB A**

**TAB B**

C. W. BILL YOUNG /  
DEPARTMENT OF DEFENSE  
MARROW DONOR PROGRAM



**Marrow Program**

***DONOR RECRUITMENT GUIDE***

Prepared by:

DoD Recruitment Department

## Table of Contents

- 1. Introduction**
- 2. Background**
- 3. Most Frequently Asked Questions**
- 4. An Introduction to Donor Recruitment**
  - a. Challenge
  - b. The DoD Marrow Donor Center Recruitment Network

*SAMPLE:* The "10-Step" Marrow Donation Process
- 5. Organizing Your Recruitment Drive**
  - a. The First Step Toward Recruitment – **GET HELP!!**
  - b. The Volunteer Group
  - c. Responsibilities Within The Committee

*SAMPLE:* COMMANDER'S CONSENT LETTER

*SAMPLE:* REQUEST FOR COMMANDER'S APPROVAL
- 6. Getting the Message Out**
  - a. Public Appeals/Media Interaction

*SAMPLE:* PRESS RELEASE

*SAMPLE:* PUBLIC SERVICE ANNOUNCEMENT

*SAMPLE:* PUBLIC AFFAIRS RELEASE
- 7. The Recruitment Drive**
  - a. Donor Criteria
  - b. Testing Center Logistics
  - c. Site Requirements
  - d. Sample Floor Plans
  - e. Testing Sample Workers
  - f. Responsibilities
- 8. APPENDIX**
  - A. Policy Implementation Letters
  - B. Blood Sample Shipping Foam/Testing Kit Directions
  - C. NMDP Medical Conditions Chart
  - D. Master Drive Plan Checklist
  - E. Donor Recruitment Statistics

**TAB C**

**C.W. BILL YOUNG/DoD MARROW DONOR PROGRAM**  
**SUMMARY OF RECRUITMENT DRIVE EFFORTS**  
*(Period of Performance: 01 AUG 2000 - 31 JUL 2003)*

DATE OF DRIVE	DRIVE LOCATION	STATE	VOL REG
	<b>CY - 2003</b>		
<i>January - July 2003</i>			
31-Jul-03	Columbus AFB	MS	87
29-Jul-03	U. S. Senate, Washington	DC	14
28-Jul-03	Fort Bragg	NC	37
25-Jul-03	Al Udeid Air Base, Doha QATAR	OCONUS	254
25-Jul-03	Eglin AFB	FL	26
17-Jul-03	Fort Hood	TX	13
17-Jul-03	Fort Bragg	NC	59
16-Jul-03	Patrick AFB	FL	2
16-Jul-03	USS BELLEAU WOOD, San Diego	CA	1
13-Jul-03	MIWU 204, Fort Dix	NJ	2
09-Jul-03	Defense Manpower Data Center, Monterey	CA	109
08-Jul-03	The Basic School (TBS), MCB Quantico	VA	117
07-Jul-03	Fort Bragg	NC	73
03-Jul-03	Tyndall AFB	FL	86
27-Jun-03	Branch Medical Clinic, Sasebo JAPAN	OCONUS	115
25-Jun-03	Malmstrom AFB, Great Falls	MT	8
25-Jun-03	Vandenberg AFB	CA	94
24-Jun-03	Malmstrom AFB, Great Falls	MT	34
23-Jun-03	Air & Space Basic Course (ASBC), Maxwell AFB	AL	87
19-Jun-03	School of Music, Norfolk	VA	73
18-Jun-03	Naval School of Health Sciences (NSHS), Portsmouth	VA	144
17-Jun-03	Al Udeid Air Base, Doha QATAR	OCONUS	282
16-Jun-03	Fort Hood	TX	48
13-Jun-03	Hill AFB	UT	4
12-Jun-03	Travis AFB	CA	66
12-Jun-03	Fort Bragg	NC	32
12-Jun-03	Commissioned Officer Training School (COTS), Maxwell AFB	AL	31
11-Jun-03	Eglin AFB	FL	38
11-Jun-03	Squadron Officers School, (SOS), Maxwell AFB	AL	60
10-Jun-03	Beale AFB	CA	57
09-Jun-03	Fort Hood	TX	20
08-Jun-03	Kulis Air National Guard Base, Anchorage	AK	44
04-Jun-03	Commissioned Officer Training School (COTS), Maxwell AFB	AL	124
29-May-03	Air National Guard, Jacksonville	FL	66
28-May-03	Air National Guard, Jacksonville	FL	75
27-May-03	Air National Guard, Jacksonville	FL	82
26-May-03	Air National Guard, Jacksonville	FL	24
22-May-03	F. E. Warren AFB	WY	105
22-May-03	USS BELLEAU WOOD, San Diego	CA	195
20-May-03	Fort Bragg	NC	94
18-May-03	Al Udeid Air Base, Doha QATAR	OCONUS	11
15-May-03	Army Corps of Engineers, Los Angeles	CA	33
14-May-03	Los Angeles AFB	CA	17
14-May-03	Fort Hood	TX	57

DATE OF DRIVE	DRIVE LOCATION	STATE	VOL REG
13-May-03	Al Udeid Air Base, Doha QATAR	OCONUS	117
13-May-03	Selfridge Air National Guard	MI	6
13-May-03	Los Angeles AFB	CA	22
12-May-03	U. S. Navy SPAWAR, Point Loma	CA	71
11-May-03	Selfridge Air National Guard	MI	8
10-May-03	Al Udeid Air Base, Doha QATAR	OCONUS	132
08-May-03	Hill AFB	UT	14
07-May-03	Naval Support Facility, Thurmont	MD	33
06-May-03	Fort Hood	TX	34
05-May-03	Air & Space Basic Course (ASBC), Maxwell AFB	AL	197
03-May-03	NCO Academy, Maxwell AFB	AL	182
02-May-03	Al Udeid Air Base, Doha QATAR	OCONUS	48
01-May-03	Electronics School, NTC Great Lakes	IL	127
30-Apr-03	Naval Hospital Corps School, NTC Great Lakes	IL	429
30-Apr-03	Eglin AFB	FL	34
29-Apr-03	Al Udeid Air Base, Doha QATAR	OCONUS	89
28-Apr-03	Bethesda	MD	90
25-Apr-03	Naval Air Station II, Sigonella ITALY	OCONUS	50
23-Apr-03	Squadron Officers School (SOS), Maxwell AFB	AL	56
23-Apr-03	Camp Lester, Okinawa JAPAN	OCONUS	50
16-Apr-03	U. S. Navy Supply Corps School, Athens	GA	122
15-Apr-03	Naval Hospital, Sigonella ITALY	OCONUS	35
15-Apr-03	Fort Irwin	CA	117
14-Apr-03	Naval Medical Center, San Diego	CA	328
12-Apr-03	Fort Hood	TX	96
12-Apr-03	Joint Reserve Base, Naval Air Station (NAS), Fort Worth	TX	57
10-Apr-03	Fort Bragg	NC	197
10-Apr-03	Fort Hood	TX	126
09-Apr-03	Sheppard AFB	TX	427
08-Apr-03	Naval Weapons Station, Yorktown	VA	50
03-Apr-03	Keesler AFB	MS	248
02-Apr-03	Shore Intermediate Maintenance Activity (SIMA), Mayport	FL	30
30-Mar-03	Walter Reed Army Medical Center, Silver Spring	MD	11
27-Mar-03	Shore Intermediate Maintenance Activity (SIMA), Mayport	FL	70
25-Mar-03	Naval Hospital, Jacksonville	FL	46
24-Mar-03	Air & Space Basic Course (ASBC), Maxwell AFB	AL	145
21-Mar-03	Fort Hood	TX	65
21-Mar-03	Eglin AFB	FL	40
20-Mar-03	Staff NCO Academy, Maxwell AFB	AL	89
19-Mar-03	Army Corps of Engineers, Sacramento	CA	82
18-Mar-03	Army Corps of Engineers, San Francisco	CA	42
14-Mar-03	Walter Reed Army Medical Center, Silver Spring	MD	65
13-Mar-03	Squadron Officers School (SOS), Maxwell AFB	AL	83
12-Mar-03	Norfolk	VA	127
12-Mar-03	U. S. Navy Fleet & Industrial Supply Center, San Diego	CA	236
12-Mar-03	U. S. Navy SPAWAR, San Diego	CA	200
11-Mar-03	U. S. Navy Fleet & Industrial Supply Center, Naval Station, Norfolk	VA	70
11-Mar-03	Fort Hood	TX	83
07-Mar-03	Fort Hood	TX	120
06-Mar-03	U. S. Military Academy, West Point	NY	117
06-Mar-03	Naval Hospital, MAGTFTC Twentynine Palms	CA	28

DATE OF DRIVE	DRIVE LOCATION	STATE	VOL REG
05-Mar-03	U. S. Military Academy, West Point	NY	138
04-Mar-03	U. S. Military Academy, West Point	NY	118
03-Mar-03	U. S. Military Academy, West Point	NY	87
02-Mar-03	Fort Lewis	WA	122
01-Mar-03	Fort Lewis	WA	120
28-Feb-03	Naval Air Station, North Island	CA	433
23-Feb-03	"Fighting for Life," Fort Hood	TX	110
22-Feb-03	"Fighting for Life," Fort Hood	TX	138
21-Feb-03	"Fighting for Life," Fort Hood	TX	141
20-Feb-03	"Fighting for Life," Fort Hood	TX	128
18-Feb-03	USS CORONADO, San Diego	CA	194
14-Feb-03	Fort Hood	TX	29
11-Feb-03	Lima Army Tank Plant, Lima	OH	25
09-Feb-03	Fort Lewis	WA	162
09-Feb-03	Naval Air Station, Atlanta	GA	17
08-Feb-03	Fort Lewis	WA	119
08-Feb-03	Naval Air Station, Atlanta	GA	17
08-Feb-03	Lima Army Tank Plant, Lima	OH	30
06-Feb-03	Fort Sam Houston	TX	460
05-Feb-03	Fort Sam Houston	TX	503
04-Feb-03	Air & Space Basic Coure (ASBC), Maxwell AFB	AL	154
02-Feb-03	Naval Air Station, Atlanta	GA	71
01-Feb-03	Army National Guard, Springfield	IL	56
31-Jan-03	Tinker AFB	OK	4
29-Jan-03	Naval Hospital Corps School, NTC Great Lakes	IL	638
28-Jan-03	USS NIMITZ, San Diego	CA	771
28-Jan-03	NORAD, Peterson AFB	CO	26
27-Jan-03	Fort Hood	TX	29
27-Jan-03	USS NIMITZ, San Diego	CA	695
23-Jan-03	Squadron Officers School (SOS), Maxwell AFB	AL	85
22-Jan-03	CBIRF, Indian Head	MD	36
16-Jan-03	U. S. Air Force Academy	CO	332
14-Jan-03	Eglin AFB	FL	44
13-Jan-03	McChord AFB	WA	87
12-Jan-03	Fort Lewis	WA	107
11-Jan-03	Fort Lewis	WA	142
09-Jan-03	Naval Hospital, MAGTFTC Twentynine Palms	CA	22
04-Jan-03	Fort Smith	AR	128
02-Jan-03	Fort Hood	TX	23
	<b>CY - 2002</b>		
20-Dec-02	Coleman Barracks, Mannheim, GERMANY	OCONUS	44
19-Dec-02	Naval Surface Warfare Center (NSWC), Dahlgren	VA	95
19-Dec-02	2nd FSSG, Camp Lejeune	NC	89
18-Dec-02	Branch Medical Clinic, Naval Submarine Base, Bangor	WA	42
18-Dec-02	Patrick AFB	FL	32
18-Dec-02	2nd FSSG, Camp Lejeune	NC	285
17-Dec-02	Patrick AFB	FL	3
16-Dec-02	Air & Space Basic Course (ASBC), Maxwell AFB	AL	125
13-Dec-02	U. S. Naval Hospital, Okinawa, JAPAN	OCONUS	141
12-Dec-02	U. S. Military Academy, West Point	NY	47

DATE OF DRIVE	DRIVE LOCATION	STATE	VOL REG
11-Dec-02	U. S. Military Academy, West Point	NY	51
11-Dec-02	Langley AFB	VA	95
11-Dec-02	Patrick AFB	FL	11
10-Dec-02	U. S. Military Academy, West Point	NY	130
09-Dec-02	Fort Hood	TX	38
09-Dec-02	U. S. Military Academy, West Point	NY	153
06-Dec-02	Bad Aibling, GERMANY	OCONUS	90
04-Dec-02	Fort Leavenworth	KS	183
02-Dec-02	Naval Hospital, Marine Corps Base (MCB), Camp Lejeune	NC	40
27-Nov-02	Patrick AFB	FL	43
26-Nov-02	Peterson AFB	CO	43
22-Nov-02	Aviano Air Base, ITALY	OCONUS	447
20-Nov-02	Maxwell AFB	AL	19
19-Nov-02	Fort Bragg	NC	44
17-Nov-02	152 Airlift Wing, Nevada Air National Guard, Reno	NV	83
15-Nov-02	Fort Hood	TX	42
14-Nov-02	Peterson AFB	CO	27
13-Nov-02	Luke AFB	AZ	121
13-Nov-02	152 Airlift Wing, Nevada Air National Guard, Reno	NV	68
13-Nov-02	U. S. Army Corps of Engineers, New Orleans	LA	49
12-Nov-02	Luke AFB	AZ	50
07-Nov-02	Naval Hospital, MAGTFTC Twentynine Palms	CA	77
07-Nov-02	Peterson AFB	CO	29
07-Nov-02	Surface Warfare Officers School, Newport	RI	67
05-Nov-02	Air and Space Basic Course, Maxwell AFB	AL	115
31-Oct-02	Heidelberg Community, GERMANY	OCONUS	63
30-Oct-02	Ramstein Air Base, GERMANY	OCONUS	674
29-Oct-02	Landstuhl Community, GERMANY	OCONUS	274
29-Oct-02	Sembach Community, GERMANY	OCONUS	145
29-Oct-02	National Security Agency (NSA), Fort Meade	MD	102
28-Oct-02	Stuttgart Community, GERMANY	OCONUS	46
24-Oct-02	Kitzingen Community, GERMANY	OCONUS	184
23-Oct-02	Giebelstadt Community, GERMANY	OCONUS	109
23-Oct-02	Naval Submarine School, Groton	CT	82
23-Oct-02	Schweinfurt Community, GERMANY	OCONUS	178
23-Oct-02	Wurzburg Community, GERMANY	OCONUS	270
22-Oct-02	Hohenfels Community, GERMANY	OCONUS	136
18-Oct-02	RAF Lakenheath, ENGLAND	OCONUS	159
17-Oct-02	Fort Bragg	NC	72
17-Oct-02	RAF Mildenhall, ENGLAND	OCONUS	205
16-Oct-02	RAF Molesworth, ENGLAND	OCONUS	105
15-Oct-02	Fort Hood	TX	36
11-Oct-02	Eglin AFB	FL	24
09-Oct-02	Wright Patterson AFB	OH	23
09-Oct-02	USS JOHN C. STENNIS (CVN 74), San Diego	CA	207
09-Oct-02	Navy Yard, Washington	DC	375
08-Oct-02	USS JOHN C. STENNIS (CVN 74), San Diego	CA	268
08-Oct-02	Naval Hospital Corps School, NTC Great Lakes	IL	540
03-Oct-02	Grand Forks AFB	ND	128
30-Sep-02	Air and Space Basic Course, Maxwell AFB	AL	106
26-Sep-02	SDV TEAM 2, Norfolk	VA	60

DATE OF DRIVE	DRIVE LOCATION	STATE	VOL REG
25-Sep-02	Rayburn House Office Building, U. S. Capitol, Washington	DC	73
25-Sep-02	Kirtland AFB	NM	71
24-Sep-02	Fleet Combat Training Center - Atlantic, Damn Neck	VA	284
23-Sep-02	Fort Bragg	NC	40
19-Sep-02	Squadron Officer School, Maxwell AFB	AL	71
19-Sep-02	Sheppard AFB	TX	639
18-Sep-02	Fort Hood	TX	27
17-Sep-02	Hanscom AFB	MA	109
14-Sep-02	178th Fighter Wing, Springfield	OH	86
14-Sep-02	Camp Murray, Army National Guard, Takoma	WA	14
10-Sep-02	MacDill AFB	FL	101
09-Sep-02	Fort Bragg	NC	60
07-Sep-02	910th Airlift Wing, Youngstown Air Reserve Station	OH	169
06-Sep-02	910th Airlift Wing, Youngstown Air Reserve Station	OH	85
05-Sep-02	Naval Hospital, MAGTF/TC Twentynine Palms	CA	33
04-Sep-02	Pentagon, Arlington	VA	313
29-Aug-02	U. S. Military Academy, West Point	NY	150
28-Aug-02	Portsmouth	VA	30
28-Aug-02	U. S. Military Academy, West Point	NY	99
27-Aug-02	U. S. Military Academy, West Point	NY	199
27-Aug-02	Seymour Johnson AFB	NC	90
26-Aug-02	Yokosuka, JAPAN	OCONUS	1
26-Aug-02	U. S. Military Academy, West Point	NY	103
22-Aug-02	Naval Hospital, Twentynine Palms	CA	205
21-Aug-02	Naval Submarine School, Groton	CT	16
15-Aug-02	Air and Space Basic Course, Maxwell AFB	AL	121
15-Aug-02	Fort Bragg	NC	32
14-Aug-02	Navy Annex, Washington	DC	269
13-Aug-02	U. S. Coast Guard Training Center, Cape May	NJ	40
09-Aug-02	Fort Hood	TX	31
08-Aug-02	Redstone Arsenal	AL	80
07-Aug-02	Puget Sound Naval Shipyard, Bremerton	WA	110
07-Aug-02	Squadron Officer School, Maxwell AFB	AL	99
06-Aug-02	Nellis AFB	NV	1
05-Aug-02	Eglin AFB	FL	30
03-Aug-02	Camp Murray, Army National Guard, Takoma	WA	97
01-Aug-02	Fort Bragg	NC	48
31-Jul-02	Naval Submarine Base, Kings Bay	GA	39
30-Jul-02	Naval Submarine Base, Kings Bay	GA	24
24-Jul-02	Naval Submarine School, Groton	CT	74
24-Jul-02	Electronic School, Naval Training Center (NTC) Great Lakes	IL	46
23-Jul-02	Naval Hospital Corps School, NTC Great Lakes	IL	339
20-Jul-02	Charleston AFB	SC	42
18-Jul-02	Eglin AFB	FL	130
17-Jul-02	Nuclear Power Training Unit, Goose Creek	SC	285
16-Jul-02	Nuclear Power Training Unit, Goose Creek	SC	173
16-Jul-02	Fort Bragg	NC	64
15-Jul-02	Charleston AFB	SC	20
14-Jul-02	Charleston AFB	SC	107
12-Jul-02	Naval Station, Roosevelt Roads, PUERTO RICO	OCONUS	5
12-Jul-02	Fort Hood	TX	119

DATE OF DRIVE	DRIVE LOCATION	STATE	VOL REG
03-Jul-02	Peterson AFB	CO	29
02-Jul-02	Vilseck Health Clinic, Vilseck, GERMANY	OCONUS	268
02-Jul-02	Naval Submarine Base (NSB), Kings Bay	GA	105
01-Jul-02	Naval Submarine Base (NSB), Kings Bay	GA	101
01-Jul-02	Vilseck Health Clinic, Vilseck, GERMANY	OCONUS	289
26-Jun-02	Vilseck Health Clinic, Vilseck, GERMANY	OCONUS	47
26-Jun-02	Fort Hood	TX	25
21-Jun-02	Fort Bragg	NC	60
21-Jun-02	Branch Medical Clinic, NAS Jacksonville	FL	10
20-Jun-02	Naval Station, Roosevelt Roads, PUERTO RICO	OCONUS	108
20-Jun-02	Aerospace Basic Course, Maxwell AFB	AL	139
20-Jun-02	FANX III, National Security Agency (NSA), Fort Meade	MD	72
19-Jun-02	Naval Station, Roosevelt Roads, PUERTO RICO	OCONUS	90
18-Jun-02	Naval Hospital, NAS Jacksonville	FL	98
18-Jun-02	Naval Station, Roosevelt Roads, PUERTO RICO	OCONUS	8
18-Jun-02	National Security Agency (NSA), Fort Meade	MD	115
14-Jun-02	Vilseck Health Clinic, Vilseck, GERMANY	OCONUS	120
12-Jun-02	Pentagon, Arlington	VA	457
12-Jun-02	Squadron Officers School, Maxwell AFB	AL	40
12-Jun-02	Buckley AFB	CO	105
12-Jun-02	Fort Hood	TX	32
11-Jun-02	Schriever AFB	CO	82
08-Jun-02	Massachusetts Military Reservation, Otis ANG	MA	67
07-Jun-02	Massachusetts Military Reservation, Otis ANG	MA	66
07-Jun-02	Personnel Support Detachment (PSD), NTC Great Lakes	IL	71
07-Jun-02	Reserve Center, NTC Great Lakes	IL	16
06-Jun-02	Vilseck Health Clinic, Vilseck, GERMANY	OCONUS	60
05-Jun-02	Vilseck Health Clinic, Vilseck, GERMANY	OCONUS	120
01-Jun-02	U. S. Coast Guard Station, Duluth	MN	62
31-May-02	Fort Rucker	AL	71
31-May-02	U. S. Coast Guard Station, Duluth	MN	35
30-May-02	Wilford Hall Medical Center, Lackland AFB	TX	119
29-May-02	Electronic School, Naval Training Center (NTC), Great Lakes	IL	259
23-May-02	Fort Hood	TX	697
22-May-02	C.W. Bill Young/DoD Marrow Program, Kensington	MD	1
22-May-02	Tyndall AFB	FL	96
22-May-02	Walter Reed Army Medical Center (WRAMC), Washington	DC	50
19-May-02	Headquarters, 1/623d FA BN, Fort Knox	KY	88
18-May-02	Headquarters, 1/623d FA BN, Fort Knox	KY	72
16-May-02	Naval Hospital, MAGTFTC Twentynine Palms	CA	11
15-May-02	Naval Submarine School, Groton	CT	127
15-May-02	Peterson AFB	CO	22
14-May-02	Hurlburt Field	FL	318
11-May-02	American Red Cross, Dothan	AL	165
09-May-02	Pine Bluff Arsenal (during Health Fair)	AR	7
09-May-02	Air and Space Basic Course, Maxwell AFB	AL	145
07-May-02	Air Command & Staff College, Maxwell AFB	AL	188
05-May-02	Fort Hood	TX	175
05-May-02	Scott & White Marrow Center, Killeen	TX	15
04-May-02	Fort Hood	TX	177
03-May-02	Fort Hood	TX	110

DATE OF DRIVE	DRIVE LOCATION	STATE	VOL REG
01-May-02	Maxwell AFB	AL	122
01-May-02	Fort Hood	TX	10
30-Apr-02	U. S. Coast Guard Group, Charleston	SC	82
29-Apr-02	American Red Cross, Dothan	AL	471
26-Apr-02	Hill AFB (during Blood Drive)	UT	3
24-Apr-02	Crystal City, Arlington	VA	281
24-Apr-02	Fort Bragg	NC	72
24-Apr-02	SWFPAC, Bangor Submarine Base	WA	37
24-Apr-02	Naval Submarine Base, Bangor	WA	122
23-Apr-02	Sheppard AFB	TX	8
23-Apr-02	Naval Submarine Base, Bangor	WA	86
18-Apr-02	Naval Hospital Corps School, NTC Great Lakes	IL	396
17-Apr-02	Fairchild AFB, Spokane	WA	80
16-Apr-02	Branch Medical Clinic Sewells Point, Norfolk	VA	87
13-Apr-02	125th Maint. Squadron, Naval Air Station (NAS), Jacksonville	FL	77
11-Apr-02	Fort Leavenworth	KS	339
09-Apr-02	Little Rock AFB	AR	70
09-Apr-02	Fort Jackson	SC	105
04-Apr-02	Naval Hospital, MAGTF TC Twentynine Palms	CA	23
03-Apr-02	U. S. Coast Guard Headquarters, Washington	DC	103
03-Apr-02	Defense Depot, Susquehanna (DDSP)	PA	24
02-Apr-02	Fort Hood	TX	6
28-Mar-02	Naval Security Group Activity (NSGA) Northwest, Chesapeake	VA	57
27-Mar-02	Peterson AFB	CO	22
27-Mar-02	Fort McPherson	GA	107
26-Mar-02	721st Support Group, Peterson AFB	CO	60
21-Mar-02	Maxwell AFB	AL	152
15-Mar-02	Wilford Hall Medical Center, Lackland AFB	TX	241
14-Mar-02	Naval Hospital, MAGTF TC Twentynine Palms	CA	12
13-Mar-02	Naval Submarine School, Groton	CT	110
13-Mar-02	Pope AFB	NC	1
13-Mar-02	Maxwell AFB	AL	46
11-Mar-02	Shore Intermediate Maintenance Activity (SIMA), Norfolk	VA	60
08-Mar-02	Fort Bragg	NC	79
07-Mar-02	U. S. Military Academy, West Point	NY	135
07-Mar-02	Naval Hospital, MAGTF TC Twentynine Palms	CA	15
06-Mar-02	USS DENVER San Diego	CA	117
06-Mar-02	U. S. Military Academy, West Point	NY	135
05-Mar-02	U. S. Military Academy, West Point	NY	97
04-Mar-02	U. S. Military Academy, West Point	NY	77
04-Mar-02	Fort Hood	TX	1
02-Mar-02	Patrick AFB	FL	30
02-Mar-02	908th Fighter Wing, Maxwell AFB	AL	43
01-Mar-02	Patrick AFB	FL	79
01-Mar-02	Headquarters, U. S. Air Force Space Command, Peterson AFB	CO	106
27-Feb-02	Keesler AFB	MS	150
20-Feb-02	Fort Hood	TX	48
20-Feb-02	Elmendorf AFB	AK	78
19-Feb-02	Fort Richardson	AK	59
19-Feb-02	Madigan Army Medical Center (MAMC), Takoma	WA	130
13-Feb-02	CVW-17, Naval Air Station (NAS), Fallon	NV	77

DATE OF DRIVE	DRIVE LOCATION	STATE	VOL REG
13-Feb-02	U. S. Coast Guard Integrated Support Command (ISC), Cleveland	OH	34
12-Feb-02	CVW-17, Naval Air Station (NAS), Fallon	NV	96
12-Feb-02	Naval Air Station, Fallon	NV	16
11-Feb-02	Luke AFB	AZ	1
11-Feb-02	U. S. Military Academy, West Point	NY	6
09-Feb-02	U. S. Coast Guard Island, Alameda	CA	14
08-Feb-02	U. S. Coast Guard Island, Alameda	CA	151
07-Feb-02	Marine Corps Air Station (MCAS), Yuma	AZ	280
07-Feb-02	MAGTF-TC, Twentynine Palms	CA	22
06-Feb-02	Peterson AFB, Colorado Springs	CO	39
06-Feb-02	Marine Corps Air Station (MCAS), Yuma	AZ	137
05-Feb-02	National Naval Medical Center (NNMC), Bethesda	MD	5
02-Feb-02	190th Air Refueling Wing, Air National Guard	KS	117
01-Feb-02	Fort Bragg	NC	16
01-Feb-02	Fort Hood	TX	2
31-Jan-02	Maxwell AFB	AL	110
30-Jan-02	Defense Finance & Accounting Service (DFAS), Denver	CO	114
30-Jan-02	Naval Hospital Corps School, NTC Great Lakes	IL	349
30-Jan-02	Electronic School, NTC Great Lakes	IL	202
29-Jan-02	Office of Naval Intelligence (ONI), Suitland	MD	300
29-Jan-02	Naval Hospital Corps School, NTC Great Lakes	IL	275
23-Jan-02	Dyess AFB	TX	7
23-Jan-02	Maxwell AFB	AL	73
17-Jan-02	8th Coast Guard District, New Orleans	LA	33
14-Jan-02	Fort Bragg	NC	48
14-Jan-02	Peterson AFB	CO	27
14-Jan-02	Fort Hood	TX	3
12-Jan-02	Selfridge ANG	MI	68
11-Jan-02	Selfridge ANG	MI	71
10-Jan-02	Fort Hood	TX	18
09-Jan-02	Naval Submarine School, Groton	CT	220
07-Jan-02	Fort Bragg	NC	43
06-Jan-02	Montana National Guard	MT	25
05-Jan-02	Montana National Guard	MT	30
19-Dec-01	Naval Recruiting Depot (NRD), Buffalo	NY	44
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12-Dec-01	Marine Corps Air Facility, Marine Corps Base (MCB), Quantico	VA	115
12-Dec-01	Pentagon, Arlington	VA	929
11-Dec-01	Fort Bragg	NC	40
07-Dec-01	Maxwell AFB	AL	252
06-Dec-01	U. S. Coast Guard Group, Port Angeles	WA	77
05-Dec-01	Naval Hospital, Twentynine Palms	CA	14
05-Dec-01	Fort Bragg	NC	48
04-Dec-01	U. S. Army Tank Command, Lima	OH	11
04-Dec-01	Fort Bragg	NC	40
01-Dec-01	Fort Hood	TX	1
28-Nov-01	Fort Bragg	NC	32
28-Nov-01	8th Engineer Support Battalion, 2nd FSSG, Camp Lejeune	NC	506
21-Nov-01	Fort Polk	LA	8
21-Nov-01	National Naval Medical Center (NNMC), Bethesda	MD	10

DATE OF DRIVE	DRIVE LOCATION	STATE	VOL REG
20-Nov-01	Fort Hood	TX	2
19-Nov-01	Peterson AFB	CO	32
17-Nov-01	Joint Reserve Base, Naval Air Station (NAS), Fort Worth	TX	63
15-Nov-01	Sheppard AFB	TX	1098
15-Nov-01	Peterson AFB, Colorado Springs	CO	23
15-Nov-01	National Naval Medical Center (NNMC), Bethesda	MD	3
08-Nov-01	Fort Bragg	NC	62
07-Nov-01	Fort Eustis, Yorktown	VA	565
03-Nov-01	115th Fighter Wing, Air National Guard, Madison	WI	166
01-Nov-01	Naval Hospital, Twentynine Palms	CA	39
01-Nov-01	Naval Medical Center, San Diego	CA	224
01-Nov-01	Fort Bragg	NC	32
31-Oct-01	Naval School of Health Sciences (NSHS), San Diego	CA	44
29-Oct-01	Squadron Officer College, Maxwell AFB	AL	101
29-Oct-01	Fort Bragg	NC	60
25-Oct-01	Naval Hospital Corps School, NTC Great Lakes	IL	488
24-Oct-01	Engine Core School, Naval Training Center (NTC), Great Lakes	IL	157
23-Oct-01	Fort Hood	TX	1
23-Oct-01	Electronic School, Naval Training Center (NTC), Great Lakes	IL	100
23-Oct-01	Peterson AFB, Colorado Springs	CO	174
18-Oct-01	National Naval Medical Center (NNMC), Bethesda	MD	18
18-Oct-01	U. S. Naval Academy, Annapolis	MD	1477
16-Oct-01	USS EISENHOWER / USS REAGAN Norfolk	VA	135
09-Oct-01	Fort Belvoir	VA	41
09-Oct-01	Fort Hood	TX	3
04-Oct-01	Fort Bragg	NC	120
27-Sep-01	Naval Air Station (NAS), Corpus Christi	TX	48
27-Sep-01	National Naval Medical Center (NNMC), Bethesda	MD	10
24-Sep-01	Squadron Officer College, Maxwell AFB	AL	120
23-Sep-01	DoD 5K "Fun Run," College Park Campus, University of Maryland	MD	24
21-Sep-01	Fort Hood	TX	7
20-Sep-01	Naval Hospital, Twentynine Palms	CA	38
17-Sep-01	Army Corps of Engineers, Washington	DC	46
13-Sep-01	Naval Hospital, Twentynine Palms	CA	70
11-Sep-01	MacDill AFB	FL	8
10-Sep-01	Fort Hood	TX	9
10-Sep-01	Squadron Officer College, Maxwell AFB	AL	39
08-Sep-01	63rd U.S. Army Band, Sea Girt	NJ	93
07-Sep-01	Tank-Automotive and Armaments Command (TACOM), Detroit	MI	50
06-Sep-01	Marine Corps Air Station (MCAS), Cherry Point	NC	346
06-Sep-01	Naval Hospital, Twentynine Palms	CA	12
30-Aug-01	VAQ-132, Naval Air Station (NAS), Whidbey Island	WA	182
30-Aug-01	U. S. Military Academy (West Point)	NY	125
29-Aug-01	U. S. Military Academy (West Point)	NY	111
28-Aug-01	U. S. Military Academy (West Point)	NY	139
28-Aug-01	Naval Hospital, Bremerton	WA	113
28-Aug-01	Naval Submarine Base, Bangor	WA	117
27-Aug-01	U. S. Military Academy (West Point)	NY	148
23-Aug-01	National Naval Medical Center (NNMC), Bethesda	MD	7
21-Aug-01	Redstone Arsenal	AL	50
15-Aug-01	Osan Air Base, REPUBLIC OF KOREA	OCONUS	309

DATE OF DRIVE	DRIVE LOCATION	STATE	VOL REG
15-Aug-01	EM and IC School, Naval Training Center (NTC), Great Lakes	IL	205
14-Aug-01	Osan Air Base, REPUBLIC OF KOREA	OCONUS	305
14-Aug-01	Electronic School, Naval Training Center (NTC), Great Lakes	IL	101
13-Aug-01	Fort Bragg	NC	121
13-Aug-01	Camp Humphreys, REPUBLIC OF KOREA	OCONUS	119
10-Aug-01	Naval Justice School, Newport	RI	69
08-Aug-01	Squadron Officer College, Maxwell AFB	AL	123
06-Aug-01	Fort Hood	TX	6
01-Aug-01	Naval Shipyard, Puget Sound	WA	78
26-Jul-01	Naval Submarine School, Groton	CT	119
25-Jul-01	Naval Submarine School, Groton	CT	115
24-Jul-01	Naval Submarine School, Groton	CT	143
20-Jul-01	Naval Hospital Corps School, Great Lakes	IL	410
19-Jul-01	National Naval Medical Center (NNMC), Bethesda	MD	7
19-Jul-01	Engine Core School, Naval Training Center (NTC), Great Lakes	IL	115
18-Jul-01	SN/ATD School, Naval Training Center (NTC), Great Lakes	IL	39
17-Jul-01	Fort Sam Houston	TX	81
17-Jul-01	Madigan Army Medical Center (MAMC), Fort Lewis	WA	47
16-Jul-01	Fort Bragg	NC	44
14-Jul-01	Madigan Army Medical Center (MAMC), Fort Lewis	WA	102
13-Jul-01	Navy Exchange (NEX), Naval Station, Pearl Harbor	HI	79
12-Jul-01	Fort Hood	TX	13
12-Jul-01	Navy Exchange (NEX), Naval Station, Pearl Harbor	HI	64
11-Jul-01	Navy Exchange (NEX), Naval Station, Pearl Harbor	HI	32
11-Jul-01	Tripler Army Medical Center	HI	19
11-Jul-01	Branch Medical Clinic, Marine Corps Base (MCB), Kaneohe Bay	HI	50
11-Jul-01	Madigan Army Medical Center (MAMC), Fort Lewis	WA	64
10-Jul-01	Branch Medical Clinic, Marine Corps Base (MCB), Kaneohe Bay	HI	89
08-Jul-01	Madigan Army Medical Center (MAMC), Fort Lewis	WA	80
05-Jul-01	Fort Bragg	NC	17
03-Jul-01	Stewart Air National Guard Base	NY	7
29-Jun-01	Fort Bragg	NC	63
28-Jun-01	Minot AFB	ND	58
28-Jun-01	Naval Construction Battalion Unit (NCBU)-422, Anacostia	VA	78
28-Jun-01	Fort Bragg	NC	79
27-Jun-01	Fort Hood	TX	58
27-Jun-01	Army Reserve Center, Cedar Rapids	IA	20
26-Jun-01	National Security Agency (NSA), Fort Meade	MD	76
25-Jun-01	National Security Agency (NSA), Fort Meade	MD	118
23-Jun-01	Naval Reserve Center, Forest Park	IL	42
21-Jun-01	Defense Depot, Susquehanna	PA	63
21-Jun-01	National Naval Medical Center (NNMC), Bethesda	MD	3
20-Jun-01	Naval Inventory Control Point (NAVICP), Mechanicsburg	PA	123
19-Jun-01	Blood Donor Center, Fort Sam Houston	TX	47
14-Jun-01	Altus AFB	OK	16
14-Jun-01	Squadron Officer College, Maxwell AFB	AL	104
13-Jun-01	IT "A" School, Naval Training Center, Great Lakes	IL	158
12-Jun-01	Electronic School, Naval Training Center, Great Lakes	IL	291
11-Jun-01	Engine Core School, Naval Training Center, Great Lakes	IL	239
10-Jun-01	Whiteman AFB	KS	151
09-Jun-01	Naval Reserve Center, Forest Park	IL	83

DATE OF DRIVE	DRIVE LOCATION	STATE	VOL REG
07-Jun-01	Fort Bragg	NC	10
02-Jun-01	"Relay-For-Life," NAB Little Creek	VA	180
31-May-01	Eglin AFB	FL	103
31-May-01	Fort Bragg	NC	21
30-May-01	Explosives Ordnance Disposal (EOD) School, Eglin AFB	FL	202
30-May-01	Fort Huachuca	AZ	140
30-May-01	Fort Bragg	NC	95
24-May-01	Marine Corps Air Station (MCAS), Miramar	CA	72
24-May-01	Fort Hood	TX	41
23-May-01	Fort Rucker	AL	28
23-May-01	Walter Reed Army Medical Center (WRAMC), Washington	DC	90
19-May-01	107th Air Refueling Wing, ANG	NY	120
19-May-01	Naval Reserve Center, St. Louis	MO	130
17-May-01	National Naval Medical Center (NNMC), Bethesda	MD	17
16-May-01	119th Medical Squadron, ANG	ND	88
15-May-01	119th Medical Squadron, ANG	ND	21
15-May-01	Naval Air Station (NAS), Fallon	NV	116
14-May-01	Naval Air Station (NAS), Fallon	NV	49
09-May-01	Fort Hood	TX	22
05-May-01	Naval Reserve Center, St. Louis	MO	162
02-May-01	Squadron Officer College, Maxwell AFB	AL	99
01-May-01	Fort Bragg	NC	107
01-May-01	Pre-Commissioning Unit (PCU) RONALD REAGAN Norfolk	VA	46
27-Apr-01	Naval Air Technical Training Center (NATTC), Pensacola	FL	215
26-Apr-01	Fort Bragg	NC	48
26-Apr-01	Naval Air Technical Training Center (NATTC), Pensacola	FL	193
25-Apr-01	Chief of Naval Personnel (CNAVPERS), Millington	TN	136
24-Apr-01	Fort Hood	TX	6
20-Apr-01	325th Medical Group, Tyndall AFB	FL	204
20-Apr-01	Fort Hood	TX	11
19-Apr-01	Fort Bragg	NC	40
19-Apr-01	National Naval Medical Center (NNMC), Bethesda	MD	18
16-Apr-01	Naval Hospital Corps School, Great Lakes	IL	346
16-Apr-01	Naval Training Center, Great Lakes	IL	418
12-Apr-01	Naval Hospital, Lemoore	CA	109
12-Apr-01	Fort Bragg	NC	32
11-Apr-01	Fort Bragg	NC	40
11-Apr-01	Fort Hood	TX	10
09-Apr-01	341st Maint. Squadron, Malstrom AFB	MT	155
06-Apr-01	75th Medical Group, Hill AFB	UT	84
05-Apr-01	75th Medical Group, Hill AFB	UT	96
05-Apr-01	Schofield Barracks, 25th Light Infantry Division	HI	184
04-Apr-01	Naval Submarine Base, Bangor	WA	204
03-Apr-01	Naval Submarine Base, Bangor	WA	131
30-Mar-01	Fort Bragg	NC	31
29-Mar-01	Shore Intermediate Maintenance Activity (SIMA), Norfolk	VA	116
28-Mar-01	82nd Training Wing, Sheppard AFB	TX	1312
27-Mar-01	VF-101, NAS Oceana	VA	110
26-Mar-01	Fort Hood	TX	9
25-Mar-01	Squadron Officer College, Maxwell AFB	AL	59
24-Mar-01	Blood Donor Center, Fort Sam Houston	TX	99

DATE OF DRIVE	DRIVE LOCATION	STATE	VOL REG
24-Mar-01	Naval Air Station (NAS), Atlanta	GA	105
22-Mar-01	National Naval Medical Center (NNMC), Bethesda	MD	13
21-Mar-01	Fort Hood	TX	59
21-Mar-01	17th Training Wing, Goodfellow AFB	TX	341
20-Mar-01	Blood Donor Center, Fort Sam Houston	TX	90
19-Mar-01	Fort Hood	TX	15
16-Mar-01	Fort McPherson	GA	138
15-Mar-01	Moody AFB	GA	88
15-Mar-01	Command and General Staff College, Fort Leavenworth	KS	540
14-Mar-01	Squadron Officer College, Maxwell AFB	AL	69
08-Mar-01	MAGTFTC Twentynine Palms	CA	321
07-Mar-01	MAGTFTC Twentynine Palms	CA	612
06-Mar-01	Fort Bragg	NC	29
05-Mar-01	Langley AFB	VA	71
01-Mar-01	Fort Hood	TX	7
28-Feb-01	USS THEODORE ROOSEVELT Norfolk	VA	141
28-Feb-01	Little Rock AFB	AR	112
27-Feb-01	Brooke Army Medical Center (BAMC), Fort Sam Houston	TX	88
26-Feb-01	Squadron Officer College, Maxwell AFB	AL	110
22-Feb-01	Fort Bragg	NC	33
21-Feb-01	MEPCOM, North Chicago	IL	69
18-Feb-01	Rock Island	IL	13
15-Feb-01	Fort Bragg	NC	24
14-Feb-01	Elmendorf AFB	AK	66
14-Feb-01	Naval Amphibious Base, Little Creek	VA	298
14-Feb-01	Fort Richardson	AK	175
13-Feb-01	Elmendorf AFB	AK	54
11-Feb-01	122nd Fighter Wing, Fort Wayne	IN	145
08-Feb-01	USS NASHVILLE Norfolk	VA	317
07-Feb-01	USS PORTLAND Norfolk	VA	252
07-Feb-01	Fort Hood	TX	95
07-Feb-01	"L" Troop, 3rd Squadron, Fort Polk	LA	301
06-Feb-01	National Naval Medical Center (NNMC), Bethesda	MD	321
06-Feb-01	"L" Troop, 3rd Squadron, Fort Polk	LA	257
05-Feb-01	USS NASSAU Norfolk	VA	1001
03-Feb-01	Fort Bragg	NC	29
02-Feb-01	Army National Guard, Detroit	MI	91
31-Jan-01	4th PSB, Fort Carson	CO	91
30-Jan-01	4th PSB, Fort Carson	CO	79
26-Jan-01	Naval Station, Pearl Harbor	HI	1
25-Jan-01	Army National Guard Bureau, Arlington	VA	56
24-Jan-01	Naval Training Center, Great Lakes	IL	280
23-Jan-01	Naval Training Center, Great Lakes	IL	368
23-Jan-01	Naval Station, Pearl Harbor	HI	3
22-Jan-01	Fort Bragg	NC	30
22-Jan-01	TURKEY	OCONUS	97
22-Jan-01	Fort Hood	TX	11
18-Jan-01	Naval Air Station (NAS), Pensacola	FL	265
17-Jan-01	Naval Air Station (NAS), Pensacola	FL	275
16-Jan-01	Fort Bragg	NC	37
12-Jan-01	Fort Bragg	NC	27

DATE OF DRIVE	DRIVE LOCATION	STATE	VOL REG
11-Jan-01	Patrick AFB	FL	98
08-Jan-01	Beale AFB	CA	97
07-Jan-01	Army National Guard	OH	26
06-Jan-01	Naval Reserve Center, Forest Park	IL	34
05-Jan-01	Fort Bragg	NC	36
04-Jan-01	Naval Hospital, Twentynine Palms	CA	52
03-Jan-01	Fort Hood	TX	9
	<b>CY - 2000</b>		
	<i>01 August - 31 December 2000</i>		
28-Dec-00	Fort Bragg	NC	40
27-Dec-00	Fort Hood	TX	2
19-Dec-00	Fort Bragg	NC	60
17-Dec-00	National Guard	OH	69
15-Dec-00	DoD Conference, Pentagon	VA	32
14-Dec-00	DoD Conference, Pentagon	VA	93
13-Dec-00	DoD Conference, Pentagon	VA	74
13-Dec-00	Okinawa, JAPAN	OCONUS	58
12-Dec-00	DoD Conference, Pentagon	VA	84
11-Dec-00	DoD Conference, Pentagon	VA	52
08-Dec-00	U. S. Naval Academy, Annapolis	MD	131
07-Dec-00	Twentynine Palms	CA	25
07-Dec-00	U. S. Naval Academy, Annapolis	MD	230
06-Dec-00	Naval Hospital Corps School, Great Lakes	IL	350
01-Dec-00	Fort Belvoir	VA	110
30-Nov-00	Yokota, JAPAN	OCONUS	152
29-Nov-00	Naval Air Station (NAS), Mayport	FL	70
28-Nov-00	Fort Campbell	KY	401
21-Nov-00	Fort Bragg	NC	60
21-Nov-00	Fort Hood	TX	19
21-Nov-00	Aviano Air Base, ITALY	OCONUS	350
21-Nov-00	Hill AFB	UT	131
20-Nov-00	Aviano Air Base, ITALY	OCONUS	503
19-Nov-00	Air National Guard	MN	70
18-Nov-00	Air National Guard	MN	94
16-Nov-00	Naval Submarine School, Groton	CT	347
16-Nov-00	USS DEYO Norfolk	VA	48
15-Nov-00	USS EMORY LAND, ITALY	OCONUS	284
15-Nov-00	USS SAIPAN, ITALY	OCONUS	310
15-Nov-00	Naval Submarine School, Groton	CT	315
14-Nov-00	Naval Training Center, Great Lakes	IL	406
13-Nov-00	F. E. Warren AFB	WY	213
09-Nov-00	USS DEYO Norfolk	VA	66
07-Nov-00	Fort Bragg	NC	24
06-Nov-00	Naval Station, Pearl Harbor	HI	22
04-Nov-00	Fitzsimmons AMC	CO	71
01-Nov-00	Vandenberg AFB	CA	52
30-Oct-00	Fort Hood	TX	1
30-Oct-00	Fort Bragg	NC	46
28-Oct-00	Seymour Johnson AFB	NC	81
25-Oct-00	Robins AFB	GA	144

DATE OF DRIVE	DRIVE LOCATION	STATE	VOL REG
21-Oct-00	Charleston	SC	80
17-Oct-00	Fort Bragg	NC	42
17-Oct-00	Defense Finance and Accounting Service (DFAS), Denver	CO	105
16-Oct-00	Air National Guard, Buckley	CO	136
16-Oct-00	Fort Bragg	NC	29
14-Oct-00	105th Medical Squadron, ANG	NY	164
12-Oct-00	Offutt AFB	NE	159
12-Oct-00	Luke AFB	AZ	236
10-Oct-00	Fort Bragg	NC	32
06-Oct-00	USCG, Wilmington	VA	60
02-Oct-00	USS CARL VINSON Bremerton	WA	143
29-Sep-00	Fort Drum	NY	59
29-Sep-00	Fort Jackson	SC	156
28-Sep-00	Walter Reed AMC, Washington	DC	14
28-Sep-00	Fort Jackson	SC	73
27-Sep-00	Fort Bragg	NC	134
27-Sep-00	Shaw AFB	SC	166
26-Sep-00	Fort Hood	TX	29
25-Sep-00	Fort Bragg	NC	48
21-Sep-00	Fort Hood	TX	2
20-Sep-00	Mountain Home AFB	ID	206
19-Sep-00	Fort Bragg	NC	24
13-Sep-00	Naval Hospital Corps School, Great Lakes	IL	442
12-Sep-00	Fort Bragg NC	NC	38
12-Sep-00	Twentynine Palms	CA	18
08-Sep-00	USS AUSTIN Norfolk	VA	197
08-Sep-00	Naval Support Activity, Souda Bay, GREECE	OCONUS	46
07-Sep-00	USS ASHLAND Norfolk	VA	294
07-Sep-00	Naval Submarine Base, Bangor	WA	106
06-Sep-00	Sheppard AFB	TX	497
05-Sep-00	USS HARRY S. TRUMAN Norfolk	VA	97
05-Sep-00	Naval Station, Puget Sound	WA	96
01-Sep-00	Fort Bragg	NC	16
31-Aug-00	Fort Hood	TX	3
31-Aug-00	TACOM, Detroit	MI	343
23-Aug-00	Fort Bragg	NC	16
23-Aug-00	USS ABRAHAM LINCOLN Bremerton	WA	1146
22-Aug-00	Naval Shipyard, Portsmouth	NH	27
22-Aug-00	Fort Bragg	NC	24
17-Aug-00	Naval School of Health Sciences, San Diego	CA	268
16-Aug-00	Fort Bragg	NC	24
15-Aug-00	Camp Pendleton	CA	45
15-Aug-00	USS BENFOLD San Diego	CA	150
14-Aug-00	Fort Hood	TX	1
14-Aug-00	Fort Bragg	NC	24
09-Aug-00	Madigan AMC, Fort Lewis	WA	102
07-Aug-00	Fort Bragg	NC	8
07-Aug-00	Fort Hood	TX	1
06-Aug-00	772nd MP, ANG	MA	101
05-Aug-00	Naval Reserve Center	KS	34
04-Aug-00	Fort Bragg	NC	16

DATE OF DRIVE	DRIVE LOCATION	STATE	VOL/REG
03-Aug-00	Fort Hood	TX	4
03-Aug-00	Twentynine Palms	CA	17
03-Aug-00	Fort Bragg	NC	8
02-Aug-00	Edwards AFB	CA	73
02-Aug-00	Madigan AMC, Fort Lewis	WA	235

**TAB D**

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# **Bill Young (DoD) Marrow Donor Program**

## **Standards of Operating Procedure**

### **November 2001**

**C.W. Bill Young/DoD Marrow Donor Program – Donor Services****Title: Standards of Operating Procedures****Number: 1.1****Date Originally Implemented: 11/02/01****Archive Date:****SOP HISTORY PAGE**

<b>Author:</b>		<b>Date</b>
<b>Type Name &amp; Title:</b>	Mark Sandifer, Senior Administrative Coordinator	
<b>Signature:</b>		

<b>Verified By:</b>		<b>Date</b>
<b>Type Name &amp; Title:</b>	Megan Pottinger, R.N., BSN Senior Donor Services Coordinator	
<b>Signature:</b>		

<b>Approved By:</b>		<b>Date</b>
<b>Type Name &amp; Title:</b>	Jennifer Ng, Ph.D., Associate Director	
<b>Signature:</b>		

C.W. Bill Young/Dod Marrow Donor Program – Donor Services

## **Title: Standards of Operating Procedures**

Number: 1.1

**Date Originally Implemented:** 11/02/01

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## Revision History

Number	Revision Date	Brief Description of Revision
1.1	01/22/02	<ul style="list-style-type: none"> <li>-Changed title in header from Network Donor Center/Recruitment Group Contingency Event to Standards of Operating Procedures.</li> <li>-Added Date Originally Implemented in header as 11/02/02.</li> <li>-Added document file name and path to footer.</li> </ul> <p data-bbox="683 752 1284 790"><b>Revisions by Trish Russo and Mark Sandifer</b></p>

**C.W. Bill Young/DoD Marrow Donor Program – Donor Services**

**Title: Standards of Operating Procedures**

**Number: 1.1**

**Date Originally Implemented: 11/02/01**

**Archive Date:**

**Chapter 1. Organization and Administrative Structure**

- 1.1 Introduction
- 1.2 Organizational Structure of the Donor Services (see Emergency Contact List)
- 1.3 Contingency Plan
- 1.4 Mission
- 1.5 Confidentiality Statement
- 1.6 Billing

**Chapter 2. Facilitating DR Requests**

- 2.1 Requests for Donors
- 2.2 Requests for Donors Transferred In
- 2.3 Requests for Donors Transferred Out

**Chapter 3. Facilitating CT and HR Requests**

- 3.1 Requests for Donors
- 3.2 Requests for Donors Transferred In
- 3.3 Requests for Donors Transferred Out

**Chapter 4. Facilitating Collection Requests**

- 4.1 WU Requests
- 4.2 Primary PBSC Requests
- 4.3 Additional Donations
- 4.4 Transfers at Collection

**Chapter 5. Accepting Samples for Family Typing**

- 5.1 Donors from Recruitment Drives
- 5.2 Donors Who Contact the Donor Center

**C.W. Bill Young/DoD Marrow Donor Program – Donor Services****Title: Standards of Operating Procedures****Number: 1.0****Date Originally Implemented: 11/02/01****Archive Date:****Chapter 1. Organization and Administrative Structure****1.1 Introduction**

The C.W. Bill Young/DoD Marrow Donor Center is located in Kensington, Maryland. HLA typing of donors who fall under the auspices of the program is provided by the HLA Laboratory of the Naval Medical Research Center (NMRC), located at the Nicholson Research Center in Kensington, MD. The Donor Center supports the recruitment and management of marrow donors who are active duty military, their dependents, DoD civilian employees, reservists, Coast Guard, National Guard members, and retired military members. Volunteers must be at least 18 years old, but less than 61 years old. Volunteers must be in good general health.

The Donor Center is associated with the National Marrow Donor Program (NMDP), which was established in 1987 under contract with NMRC and receives oversight from NMRC. One of the main objectives of this program is to reduce the length of time required to identify suitable matches for patients seeking donors through the NMDP. Complete HLA Class I A/B and Class II DR molecular DNA typing is provided at no cost to volunteer donors.

Separate donor management is vital for active duty military personnel. These volunteers have special needs related to many factors, including their duty assignments, potential problems related to national security, obtaining proper approval through their chain of command, and frequent relocation. The Donor Center is able to solve these problems by working both within its own secure system and in conjunction with NMDP.

The Donor Center's goal is to recruit 25,000 volunteers per year. The activities of the donor center are coordinated with scientific, medical, and administrative oversight provided by NMRC.

Volunteer drives are currently being organized throughout the United States and overseas with support from base personnel, including commanding officers, public affairs personnel, active duty military members, family services, and ombudsmen. Base Commanding Officer approval is required to arrange briefings of appropriate personnel and to coordinate the recruitment drive. Recruitment materials are provided by the Donor Center and include videos, posters, and brochures. Recruitment materials and approaches developed by NMDP and the National Heart, Lung, and Blood Institute for minority recruitment are also used.

The Donor Services Department of the Donor Center coordinates all donor support activities following recruitment, including any preliminary matching of donor and recipient, and marrow collection. The Donor Services Department is also located in Kensington, Maryland.

**C.W. Bill Young/DOD Marrow Donor Program – Donor Services**

**Title: Standards of Operating Procedures**

**Number: 1.0**

**Date Originally Implemented: 11/02/01**

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**1.2      Organizational Structure of the Donor Center (see Emergency Contact List)**

**1.3      Contingency Plan**

The casualty treatment and regulating system does not take full advantage of current medical and technical capabilities for supporting casualties of marrow-toxic agents. NMRC, through the Donor Center, is in the process of providing technical support to help improve the medical management for casualties of marrow-toxic agents by providing research and development, review, and analysis of data towards development and implementation of a contingency plan. The Donor Center is able to provide research and technical support, and provide HLA typing facilities to support the treatment of casualties exposed to marrow-toxic agents.

**1.4      Mission**

The mission of the Donor Center is to recruit and enroll eligible DoD members and other eligible personnel into the NMDP and to provide case management services to those members who are selected as potential donors. The Donor Center also provides support to casualties of marrow-toxic agents and to military family members with marrow-related diseases and injuries.

**1.5      Confidentiality Statement**

In accordance with NMDP standards, a donor's identity shall be known only to those few staff members of the Donor Center and collection (or apheresis) center who need this information to provide care to the donor. All staff members are bound by strict confidentiality guidelines.

**1.6      Billing**

All expenses associated with the preliminary match process and the collection process are directly billed to the Donor Center or to NMDP. The donor never receives a bill. The collection center and PE physician are never supplied with the donor's personal contact information unless deemed medically necessary.

**C.W. Bill Young/DoD Marrow Donor Program – Donor Services**

**Title: Standards of Operating Procedures**

**Number: 1.0**

**Date Originally Implemented: 11/02/01**

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## **Chapter 2. Facilitating DR Requests**

The NMDP Procedures (Ref. NMDP Donor Center Manual of Operations, Chapter 9) serve as the framework within which the Donor Center policy operates.

### **2.1 Requests for Donors**

The Donor Center conducts six-antigen typing on all donors. The Donor Center, under the auspices of NMRC, performs the tissue typing and enters all HLA information onto the NMDP Registry. The Donor Center file is nearly 100% DR typed. Patient-directed DR requests are received and reported via the NMDP STAR Link™ system (Ref. STAR Link™ Manual, Chapter 12). The DR typing is done either with a stored sample, or by contacting the donor to schedule an appointment to draw a sample.

### **2.2 Requests for Donors Transferred In**

Before the transfer is initiated by the transferring donor center, all steps must be taken to contact the donor. Once the donor is contacted and expresses an interest in continuing with the DR process, the transferring center faxes all appropriate paperwork. Procedure 2.1 is used to complete the DR process.

### **2.3 Requests for Donors Transferred Out**

When a donor is no longer affiliated with the DoD, the donor is transferred to a civilian donor center. However, since the Donor Center has frozen samples on all donors, it is unlikely that we will need to contact donors at the DR stage. Therefore, transfers only occur when the DR lab is unable to use the stored sample. The DR coordinator initiates the transfer in STAR Link™ and faxes all appropriate paperwork to the receiving donor center.

**C.W. Bill Young/DOD Marrow Donor Program – Donor Services**

**Title: Standards of Operating Procedures**

**Number: 1.0**

**Date Originally Implemented: 11/02/01**

**Archive Date:**

### **Chapter 3. Facilitating CT and HR Requests**

#### **3.1 Requests for Donors**

The NMDP Procedures (Ref. NMDP Donor Center Manual of Operations, Chapters 10 and 11) serve as the framework within which the Donor Center policy operates.

Donor Services and administrative staff work together to facilitate confirmatory typing (CT) and High Resolution (HR) request in a timely fashion.

- 3.1.1 Receiving Transactions**—Each morning the Donor Center receives transactions in STAR Link™
- 3.1.2 File Management**—The designated Donor Center Administrative Assistant(s) (DCAA) prepares a donor file, including a copy of the original consent form, Trans Union tracking sheet, Transplant Center instruction sheet, and Contact Letter. The files are distributed to the Donor Services Coordinators (DSCs) by the Donor Services Senior Administrative Coordinator (DSSAC).
- 3.1.3** The DSC must attempt contact within 2 business days of receiving the request. All donor phone calls must be returned within 1 business day of receiving the call.
- 3.1.4** The DSC must exhaust all means when attempting to locate a donor. The DSC must consult the DSSAC when a donor is likely to be reported as Unable to Contact, Not Interested, Temporarily Unavailable, or as a permanent medical deferral. All attempts at contact must be documented in the donor notes kept by the DSC.
- 3.1.5** Once contact is made with a donor, the DSC assesses donor interest, conducts a health history, and educates the donor about the Donor Center and donation process. The health history must be countersigned by a Donor Services Senior Coordinator (DSSC) or the DSSAC. Any potential problems revealed by the health history must be discussed with the Donor Center Medical Director and/or Associate Medical Director.
- 3.1.6** The DSC must emphasize the importance of the consent form and commanding officer approval. It is preferable to have the consent form signed and retuned within three days of receipt. The DSC should make every attempt to schedule the donor's appointment within seven business days of performing the health history. Very distant donors may require special scheduling, which may exceed this 7-day rule. **NOTE: HR requests are normally typed from repository samples, so no consent form is required unless a new sample is collected.**

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- 3.1.7 Within one day of making the donor appointment, the DSC must: schedule an appointment with a lab contact; report the appointment in STAR Link™; send appropriate consent form, educational material, and kit(s); and enter the appointment date and tracking numbers in the FedEx tracking system.
- 3.1.8 FedEx pick-ups are scheduled by the assigned DCAA by 10:00 am the morning of the scheduled appointment for domestic pick-ups. Overseas scheduling requirements vary, so the DSC should coordinate with the DCAA in scheduling these pick-ups.
- 3.1.9 The DCAA completes FedEx tracking for all packages by 11 am the day following the scheduled appointment. The DCAA informs the DSC of any packages showing inactivity. The DSC must follow up with the donor and/or lab the same business day to determine what has occurred. If the sample was drawn but never picked up, the DSC must arrange for the sample to be picked up that day. If the sample was never drawn, the DSC must alert the NMDP Search Coordinator (SC) that the appointment was missed and reschedule the appointment with the donor, preferably within one business day of the missed appointment. The missed appointment date must be removed from STAR Link™.
- 3.1.10 The DCAA completes the Form 24 within two business days of receiving the Infectious Disease Marker (IDM) results for CT samples, which are normally received within one week of the appointment date. IDMs are not required for HR samples. The DCAA must notify the DSC of any abnormal values, with the exception of a positive CMV result. The DSC discusses abnormal results with the Donor Center Associate Medical Director or Medical Director. The DCAA sends the Form 24 to the NMDP Registry within one business day of completion.

**3.2 Requests for Donors Transferred In**

Before the transfer in is initiated by the transferring civilian donor center, all steps must be taken to contact the donor. Once the donor is contacted and expresses an interest in continuing with the preliminary testing procedure, the transferring center faxes all appropriate paperwork to the designated DSSAC, who completes a new health history before accepting the donor from the transferring center.

**3.3 Requests for Donors Transferred Out**

When a donor is no longer affiliated with DoD, the donor is transferred to a civilian donor center. The DSC informs the donor that he or she will be a transfer out, initiates the transfer in STAR Link™, and faxes all appropriate paperwork to the civilian donor center. The DSC follows up to make sure the transfer takes place. If the transfer is rejected by the civilian donor center, the DSC should attempt the transfer to another donor center covering the same area. If this is unsuccessful, the DSC should refer the case to the DSSAC.

**C.W. Bill Young/DOD Marrow Donor Program – Donor Services****Title: Standards of Operating Procedures****Number: 1.0****Date Originally Implemented: 11/02/01****Archive Date:****Chapter 4. Facilitating Collection Requests****4.1 WU Requests**

The NMDP Procedures (Ref. NMDP Donor Center Manual of Operations, Chapters 12 to 16) serve as the framework within which the Donor Center policy operates. WU requests are received by the DSSAC and assigned to a DSC. The DSC contacts SCU to inform him/her that he/she is handling the request. This must occur within one business day of receiving the request.

- 4.1.1 The DSC must attempt phone contact on newly requested WUs within one business day of receiving the request from the DSSAC. If phone contact is not made within 3 business days, a FedEx letter or certified mail (return receipt requested) must be sent to the donor's most current address on file. All means must be exhausted when attempting to contact new WU requests, and a record of attempts must be documented in the donor notes. If the DSC is unable to contact the donor within 4 business days of receiving the request, the DSC must notify the DSSAC.
- 4.1.2 The donor's chart must be fabricated within 2 business days of contact with the donor. The eight sections of the chart are: Work-Up, CT, Lab Results, NMDP Forms, Communication, Billing, Miscellaneous, Follow-Up. The following is a list of what forms must be in each section and in which order they should be kept. Organize information in chronological order with the most recent first.
  - Work-Up: Marrow Verification, Marrow Prescription, Patient Status Report, Preferred Source of Stem Cells, Special Instructions.
  - CT: CT Worksheet, TC Instruction Sheet, CT Health History, CT Tracking Sheet, Trans Union Tracking Sheet, Original Consent Form, other donor contact information.
  - Lab Results: 2 & 6-week post Hematocrit and Hemoglobin Results, Autologous Unit Numbers, Physical Exam Requirements, History & Physical, Chest X-ray, EKG, BMT Consult Notes, Anesthesia Report, Lab Work.
  - NMDP Forms: Request for Second Donation Form, Marrow Courier Release Form, F76s, F70, F60, F50, F43, F24, Extended WU Forms, CO Memo, Intent to Donate, GUMC Consent to Harvest, Beneficiary Designation Form, Research Consent Form, CT Consent Form.
  - Communication: Donor Notes (WU and CT), emails, fax cover sheets, any other type of written communication (letters, etc.), donor/recipient communication.

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- Billing: FedEx Air Waybills, Lab Requisitions, Travel and Expense Reports, Hotel Related Forms, Auto Unit requests and related documents.
- Miscellaneous: Courier Acknowledgment, courier instructions, harvest packet checklists, travel itineraries and memos, PE packet checklist.
- Follow-up: Recipient updates, release of medical records requests, daily follow-up, and post donation statistics.

4.1.3 The DSC is responsible for reviewing the chart prior to contacting donor to ensure that all necessary forms are present. The CT Consent Form must be in donor's chart and signed by the CO, if applicable. If not present, the form must be sent along with the information packet. The DSC is also responsible for reviewing lab results and ensuring that lab values are normal and that the F24 has been completed. The DSC must also review the health history with the donor. The DSC must inform the DSSAC of any abnormal lab values or problems revealed by the health history review.

4.1.4 The information packet, containing the most recent education video(s), notebook(s), vitamins, and iron tablets must be sent within one business day of making contact with the donor.

4.1.5 Phone contact must be attempted within 2 days of sending the information packet so that an information session can be scheduled. The information session must be scheduled no later than 5 business days from initial donor contact, barring any conflict with the donor's schedule.

4.1.6 In most circumstances, dates regarding the blood work (including pre-collection and research samples), physical exam, and collection should be discussed and tentatively set no later than the information session. Pre-collection samples are collected as specified by the TC. Research samples are normally collected prior to the donation, but may be collected post-donation in urgent cases. Documentation of information session must be recorded in the donor chart.

4.1.7 The DSC must fill in a Work-up Requisition Form and submit to the Collection Center Coordinator and the DCAA in charge of scheduling couriers. The DSC is responsible for sending the marrow verification with the Donor Center section completed to the collection center coordinator, along with the marrow prescription, patient status report, autologous unit request form and any special instructions from the TC. The collection center coordinator returns the marrow verification with the CC portion completed. The PE and collection date must be entered onto the donor center appointment calendar.

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- 4.1.8 The CO memo must be sent the same day as the information session (or once dates are established) to avoid any conflict with the donor's requested leave time. The CO memo, signed to indicate command approval, must be in the donor's chart before the F43 can be signed.
- 4.1.9 The lab work for the physical exam (PE) must be scheduled prior to the PE, unless an urgent request does not so permit. This allows for repeat tests at the PE for any abnormal values. The PE should be scheduled as early as possible, preferably no later than ten business days before the start of patient prep.
- 4.1.10 The DSC sends the donor center representative (DCR) by fax or courier the marrow verification, prescription, patient status report, and special collection instructions, results of pre-physical labs, CT IDM results, F24, CT health history, transplant center sheet, CT consent form, CO memo, and autologous unit request to the DCR. This PE packet should be sent no later than one week prior to the PE.
- 4.1.11 The DCR escorts the donor to all appointment the day of the PE, which takes place at the collection center. The donor appointments include a physical exam (including any lab work), BMT consultation, and (if needed) an autologous unit collection. In some cases, the PE may be at a location other than the collection center.
- 4.1.12 The DCR faxes the results of the PE to the donor center along with the F43, which is signed by the collection center physician and the Donor Center Associate Medical Director or Medical Director. The PE packet faxed to the donor center by the DCR includes the history and physical notes from the PE, the signed NMDP Intent to Donate, the signed Consent to Collect Marrow, EKG results, completed donor beneficiary form, autologous unit information, BMT consult notes, chest x-ray report, PT/PTT and other labs, and F43. NOTE: If there are ANY abnormal findings at the PE, the DCR immediately informs the DSC and assists in arranging for additional testing and/or consultation requested by the DSC.

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4.1.13 Collection center staff is responsible for securing OR time and OR team. The collection center will also:

- provide appropriate inpatient care for donors,
- admit and discharge donor in a timely fashion,
- determine volume of marrow collected based upon consideration of marrow prescription,
- specify the procedure for the collection of marrow,
- store marrow,
- transfuse autologous unit(s),
- provide post-donation follow-up care while the donor is in the area local to the collection center or when requested by the Donor Center staff.
- Complete and submit Form 60 to the Donor Center and NMDP.
- Provide pain management medication upon discharge.

4.1.14 The F43 must be signed by the collection center physician and Donor Center Medical Director/Associate Medical Director within 96 hours of the donor's PE. If it appears likely that the F43 will not be signed prior to the start of patient prep, the DSSAC and search coordinator must be informed immediately. Once the F43 is signed, it is faxed to NMDP SCU.

4.1.15 Once the F43 is signed, the DSC can make travel arrangements, which must be made prior to the start of patient prep. Courier travel arrangements cannot be made until the courier has signed the courier acknowledgment form. The DSC supplies copies of the courier itinerary and transplant center instructions to the courier and the DCR. The DSC provides the courier with instructions for picking up the marrow at the collection center.

4.1.16 The F50 must be completed prior to the start of patient prep. Should this appear not likely to occur, the DSC must notify the DSSAC and search coordinator. A copy of the F50 is sent to the DCR. Any abnormal results with the exception of CMV are reported to the DSSAC.

4.1.17 The DSC informs the donor of the time and place to meet the DCR for both the PE and the donation. The DSC also checks to ensure the donor has arrived at the hotel the evening prior to the donation and reminds the donor not to eat or drink after midnight prior to donation.

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**4.1.18** The Harvest Verification Packet must be sent to the collection center coordinator at least five business days before the actual donation. The packet includes the following:

- Marrow prescription
- Marrow verification
- CT and repeat IDM results
- History and PE results
- BMT consult notes
- Pre-physical labs
- PT/PTT results
- EKG
- CXR – PA/LAT
- Anesthesia report
- Autologous unit form
- Consent forms
- F24, F43, F50
- Any other documentation required by the CC prior to the collection

**4.1.19** The DCR meets the donor the morning of the donation two hours prior to OR time and escorts the donor and companion to admissions. The DCR remains with the donor until the donor is taken into OR. The DCR is responsible for ensuring that day of collection samples are drawn, properly labeled, and sent with the marrow. The DCR alerts the companion when the donor may be visited.

**4.1.20** The donor spends a total of three nights at or near the collection center to allow for travel time and recovery post-donation. The donor spends the night of donation hospitalized at the collection center unless the collection center physician decides differently.

**4.1.21** The DCR is responsible for labeling the marrow at the collection center cell processing lab with the NMDP Marrow label and emergency tie on tag. The DCR ensures that day of collection samples, F50, gloves, absorbent toweling, courier instructions, and courier letter accompany the marrow. The DCR delivers the marrow to the courier, ensuring that all ID numbers are correct on the marrow labels and collection tubes.

**4.1.22** Upon arrival at the transplant center, the courier must have a transplant-center-designated representative sign the marrow release form and return the form to the Donor Center. The courier must also page the DSC when the marrow has been safely delivered or if any problems are encountered during marrow transport.

**4.1.23** The DSC must enter post donation statistics obtained from the collection center in the donor center Paradox database, and place a copy of the report in the donor chart.

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- 4.1.24 The DSC must complete the F70 within 72 hours of donation.
- 4.1.25 The DSC must contact the donor on the day of donation to thank the donor. Follow-up must be performed for three days following donation, at one week post-donation, and every week thereafter (using F76) until the donor is completely recovered.
- 4.1.26 The request for second donation form and post-donation materials must be sent to the donor within 5 business days of donation. The 2 and 6-week post-donation hematocrit/hemoglobin request must accompany this material.

**4.2 Primary PBSC Requests (G1)**

The Donor Center currently does not have IRB approval for primary PBSC.

**4.3 Additional Donations**

Donors may be approached for an additional donation for the same recipient only when the donor has completed the required second donation form. These donations include additional marrow donations, peripheral whole blood donation, and leukapheresis donations. The NMDP Procedures (Ref. NMDP Donor Center Manual of Operations, Chapter 16) serve as the framework within which the Donor Center policy operates.

- 4.3.1 A second marrow donation follows the procedures outline in Section 4.1 above.
- 4.3.2 A request for additional tubes of peripheral blood (AT) is first approved by the NMDP medical director. The Donor Center Medical Director determines if the donor may be approached. The DSC contacts the donor and arranges for collection of the blood. The DSC sends a kit to the collection location with tubes properly labeled with the donor and recipient ID numbers. The kit is shipped via FedEx to the TC the same day the samples are collected.

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4.3.3 A request for whole blood (WB) is received and approved by the Donor Center Medical Director. The DSC approaches the donor and determines the donor interest in donation. The DSC reviews the health history with the donor. Any problems revealed by the health history are reported to the DSSAC. The DSC then takes the following steps:

- Schedules donor WB appointment and reports date to SCU
- Arranges repeat IDM testing within 30 days of the WB collection, the results of which are reported on F50.
- Faxes an emergency release letter to SCU. The letter is sent to the TC for transplant center physician's signature. SCU faxes signed letter to Donor Center. Letter is forwarded by DSC to WB collection location.
- Obtains day of collection IDM testing and reports on F50.
- Arranges for proper labeling (with donor and recipient ID numbers) and shipping. Shipping tracking number is reported to NMDP SCU. Shipping occurs the same day the blood is drawn.

4.3.4 A request for an unstimulated leukapheresis (UW) is received and approved by the Donor Center Medical Director. The DSC approaches the donor and determines the donor interest in donation. The DSC reviews the health history with the donor. Any problems revealed by the health history are reported to the DSSAC. The DSC then takes the following steps:

- Conducts information session with the donor.
- Contacts the apheresis collection center coordinator to coordinate collection details.
- Arranges for PE if deemed necessary by Donor Center Medical Director.
- Assures venous access check is performed.
- Arranges IDM testing within 30 day of the collection, the results of which are report on F50.
- Assures donor signs local consent form.
- Obtains written clearance from Donor Center Medical Director.
- Coordinates collection date with transplant center and reports date to NMDP SCU.
- Arranges for shipment of pre-collection samples (if needed).
- Arranges for proper labeling (Yellow Peripheral Cell Label and Tie-on Emergency Label) and courier to transport product (unless courier arrangements are made by the TC). Insures cell count, courier letter, and copy of most recent F50 are included with product.
- Obtains results of day of collection IDM testing and reports results on F50.

4.3.5 A request for Filgrastim mobilized leukapheresis (G2) is received and approved by the Donor Center Medical Director. (Ref. Collaborative Agreement between NIH-NMDP Apheresis Center and C.W. Bill Young Marrow Donor Center.) The DSC approaches the donor and determines the donor interest in donation. The DSC reviews the health history

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with the donor. Any problems revealed by the health history are reported to the DSSAC. The DSC then takes the following steps:

- Conducts information session with donor.
- Contacts the apheresis collection center coordinator to coordinate collection details.
- Arranges for PE, including venous access check and serum pregnancy test for female donors. If it is at any time determined that a central line is required, the DSC must immediately notify the Donor Center Medical Director. **IN NO CASE SHOULD A CENTRAL LINE BE PLACED WITHOUT THE APPROVAL OF THE DONOR CENTER MEDICAL DIRECTOR.**
- Assures donor signs proper consent form(s) prior to PE.
- Obtains written clearance from Donor Center Medical Director and apheresis center medical director, which is reported on F400.
- Coordinates injection start date and collection date(s) with apheresis center and transplant center; reports date(s) to NMDP SCU.
- Arranges IDM testing within 30 days of collection, the results of which are reported on F50.
- Assures Filgrastim is shipped to apheresis collection center by SCU.
- Arranges for repeat serum pregnancy test (must be within 7 days of first Filgrastim dose).
- Arranges for shipment of pre-collection samples (if needed),

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- Ensures proper labeling (White PBSC Label and Tie-on Emergency Label) and courier to transport product (unless courier arrangements are made by TC). Insures cell count, courier letter, and copy of most recent F50, F470, PBSC prescription, and PBSC prescription verification are included with product and that cooler is properly prepared with ice packs for transport at between 4-6°C.
- Arranges for proper completion of F410, F420, F430, F470, and FCD34 by apheresis collection center staff.
- Assures the results of day of collection IDM testing are reported on F50
- Assures unused Filgrastim vials and empty vials are returned within 24 hours of collection by apheresis collection center staff.
- Completes donor follow-up forms: F440 (two-day and one-week), F460 (one month and yearly). Also completes weekly F76 until donor is completely recovered.

The Apheresis Center has the following responsibilities

- Performs or verifies venous access check.
- Provides a tour of the apheresis center.
- Conducts information session with donor.
- Arranges for donor entry into research protocol.
- Arranges for day of collection IDM testing.
- Completes appropriate AC sections of Leukapheresis Verification form and F400.
- Accepts shipment of Filgrastim.
- Administers Filgrastim—first day administration at AC; subsequent days to be arranged by AC coordinator and DSC.
- Completes and submits to the NMDP and DSC the Day 1 through 5 collection forms (and Day 6 when appropriate), day of collection form(s) (F 470), and day of collection F50.
- Performs apheresis procedure—DCS and apheresis coordinators will remain with the donor until all required injections, paperwork, and admission requirements have been completed and apheresis procedure has begun.
- Performs necessary day of collection laboratory testing, including CD 34+ counts, product labeling, and appropriate packaging for transport (cooler is provided by the DSC).
- Draws collection samples to accompany the product always ensuring an extra tube with no anticoagulant is collected.
- Collects and ships Day 4 and Day 5 (and Day 6 if necessary) blood and product samples for the central laboratory.

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## **Chapter 5. Accepting Samples for Family Typing**

### **5.1 Donors from Recruitment Drives**

The Family Typing lab will perform HLA typing from a recruitment drive donor only if all of the following criteria are met. If not met, the typing will be performed as a regular NMDP sample, which normally takes one month.

- The donor must have a sibling requiring a bone marrow transplant.
- A completed Consultation Sheet (standard form 513) from a military doctor must be provided.
- A completed Family Consent Form signed by the donor must be completed.

### **5.2 Donors Who Contact the Donor Center**

- If the donor has a sibling requiring bone marrow transplant, the Family Typing Lab will perform HLA typing.
- The donor must send a completed Consultation Sheet (standard form 513) from a military doctor to the Family Typing Coordinator:  
Phone: 301-998-8900  
Fax: 301-998-8946
- The Family Typing Coordinator will send a kit to the donor after receiving the proper forms. The kit must not be sent by Donor Services or Recruitment.